# Tips

## BlackBerry 8300 Smartphone

TIM

BlackBerry®

# Start me up

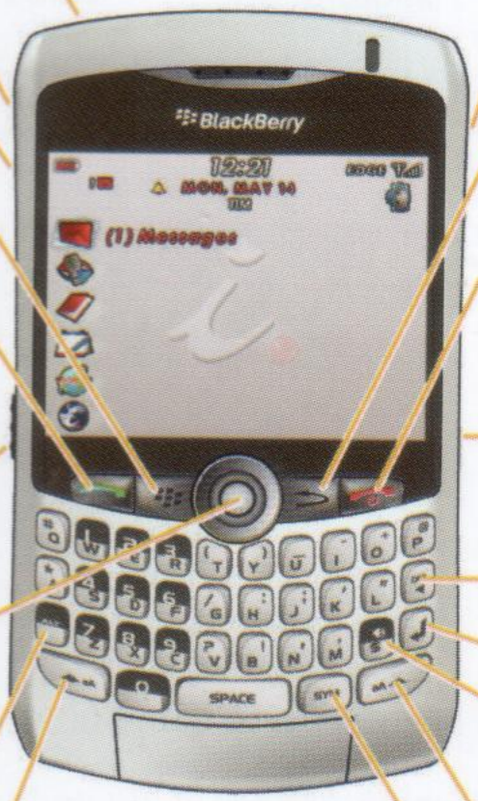
Thank you for choosing a BlackBerry® smartphone! See the *Getting Started Guide* that came with your device for step-by-step instructions for your device.

## Setup checklist

Complete the following tasks to set up your device. See the *Getting Started Guide* that came with your BlackBerry® device for help.

- Insert the SIM card
- Insert the battery
- Charge the battery
- Complete the setup wizard

# Keys and features




**Mute key**

**Headset jack**

**USB port**

**Menu key**
Open the menu in an application

**Send key**
Open the phone
Call a highlighted phone number

**Left Convenience key**
Open an assigned application

**Trackball**
Roll to move around a screen
Click (press) to select an item

**Alt key**
Type the alternate character on a key

**Left Shift key**
Capitalize letters

**Volume keys**
Adjust the volume during a call

**Escape key**
Move back a screen
Close a menu

**End/Power key**
End a call
Turn off the device

**Right Convenience key**
Open the camera
Take a picture

**Backspace/Delete key**

**Enter key**

**Speakerphone key**
Turn on/off the speakerphone during a call

**Right Shift key**
Capitalize letters

**Symbol key**
Open the symbol list

## Typing tips

- To capitalize a letter, hold the letter key until the capitalized letter appears or press a **Shift** key and the letter key.
- To type the alternate character on a key, hold the ALT key and the character key.
- To type a symbol, press the SYM key. Type the letter that appears below the symbol.
- To type an accented or special character, hold the letter key and roll the trackball to the left or right. Release the letter key when the accented or special character appears. For example, to type ü, hold U and roll the trackball to the left until ü appears.
- To turn on NUM lock, press the ALT key and the **Left Shift** key.
- To turn off NUM lock, press the ALT key.

# Save time

See the *Getting Started Guide* that came with your BlackBerry® device or click **Help** on your device for more information about using your device.

## Home screen tips

- To open the application list, press the key.
- To return to the Home screen, press the key.
- To lock the keyboard, on the Home screen or in the application list, click **Keyboard Lock**.
- To unlock the keyboard, press the key and the key.
- To lock the device, set a password. On the Home screen or in the application list, click **Lock**.
- To unlock the device, type your password. Press the key.
- To turn on standby mode, hold the **Mute** key.

## Phone tips

- To make a call from the Home screen, type the phone number. Press the key.
- To end a call, press the key.
- To turn on or turn off mute during a call, press the **Mute** key.
- To turn on or turn off the speakerphone during a call, press the key.
- To adjust the volume during a call, press the Volume keys.
- To add an extension to a phone number, press the key and the key. Type the extension number.

### Try this

Make a call using a voice command.

1. In the address book, press the key.
2. Click **New Address**.
3. Type the contact information.
4. Click the trackball.
5. Click **Save**.
6. In the voice dialing application, wait for the sound.
7. Say "**Call**" and a contact name or phone number.

To end the call, press the key.

## Message tips

- To move to the top of a message list, press T.
- To move to the bottom of a message list, press B.
- To move to the next date in a message list, press N.
- To reply to a message, press R.
- To forward a message, press F.
- To highlight adjacent messages, hold a **Shift** key and roll the trackball.

### Try this

Copy text in a message and paste it into another application.

1. In a message, place the cursor before the text that you want to copy.
2. Press a **Shift** key and roll the trackball.
3. Click the trackball.
4. Click **Copy**.
5. Place the cursor where you want to paste the text.
6. Click the trackball.
7. Click **Paste**.

## Browser tips

- To follow a link, click the link.
- To move to a specific web page, press /G.
- To return to the home page, press :H.
- To open the bookmark list, press 'K.
- To add a bookmark, press *A.
- To view a list of web pages that you have visited recently, press -I.
- To refresh a web page, press 3R.
- To stop loading a web page, press the ⮌ key.
- To close the browser, hold the ⮌ key.

### Try this

Move through a web page line by line.

1. On a web page, press the BlackBerry key.
2. Click **Select Mode**.

To select only links and fields as you move through a web page, press the BlackBerry key. Click **View Mode**.

## Organizer tips

- To move to the next day, week, or month in the calendar, press the SPACE key.
- To move to the previous day, week, or month in the calendar, press a **Shift** key and the SPACE key.
- To convert a measurement in the calculator, type a number. Press the key. Click **To Metric** or **From Metric**. Click a conversion type.
- To search for a contact in a list of contacts, type the contact name or initials separated by a space.

### Try this

Assign a ring tone to a contact.

1. In the address book, highlight a contact.
2. Press the key.
3. Click **Edit**.
4. Click the trackball.
5. Click **Add Custom Phone Tune**.
6. Set a ring tone.
7. Press the key.
8. Click **Save**.

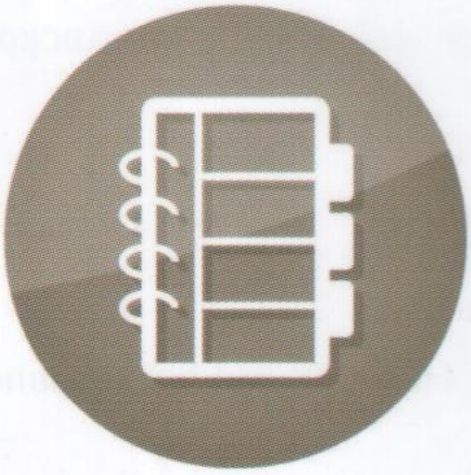
## Media tips

- To zoom in to a picture, press I.
- To zoom out from a picture, press O.
- To zoom to the original picture size, press W.
- To rotate a picture, press R.
- To pause a slide show, press the SPACE key.
- To resume a slide show, press the SPACE key again.
- To pause a video or song, press the **Mute** key.
- To resume playing a video or song, press the **Mute** key again.

### Try this

Take a picture.

1. In the camera, click the trackball.
2. Perform one of the following actions:
    - To take another picture, click the **camera** icon.
    - To delete the picture, click the **trash can** icon.
    - To set the picture as a caller ID picture or Home screen background, click the **crop** icon.
    - To forward the picture, click the **envelope** icon.
    - To rename and save the picture, click the **folder** icon.



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